

*****PRINT OUT- SIGN- AND MAIL TO: USD 494 C/O PTO, Syracuse, KS 67878*****

Syracuse PTO Christmas Expo

Saturday, December 13, 2014

9 am- 2pm

SET-UP/PARKING

I agree to set up my space on Saturday, December 13 during the hours of 8:00 am & 8:50 am. While unloading my merchandise from my vehicle, I am permitted to park directly in front of the gym. However, during the hours of the Holiday Shopping operation, I agree to leave that space open for shoppers.

DISPLAY POLICY

Booths will have one table included. An additional table may be reserved for an extra \$10. There is a limit of TWO tables per booth, as space permits. Tables will be assigned on a first-come first-serve basis. There will be a wait-list for additional (more than the two) if space and resources permit. There will be two chair provided for each booth.

Tables are uncovered. Vendors are allowed to use other linens on top of the table to enhance merchandise presentation.

VENDOR FEE

I agree to a \$15 vendor fee.

- ☐ I would like an extra table. Limit of one extra table. (Fee for an extra table is \$10)

- ☐ I would like be on the wait-list for additional table if permitted.

MERCHANDISE POLICY

I will display only merchandise that new or hand crafted. No used merchandise is allowed. All gifts must be under \$25. We ask that at least 50% of merchandise be priced at \$10 or less so that the children can easily afford to buy gifts.

STAFFING/BREAKDOWN

I agree to staff my table from 9 am. to 1 pm. I agree to break down my space no earlier than 1:15 p.m. and I will complete break-down by 3:00 p.m.

VENDOR
SIGNATURE _____ DATE _____

VENDOR COMPANY _____

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VENDOR APPLICATION INFORMATION

VENDOR
NAME: _____

VENDOR
BUSINESS NAME: _____

VENDOR
MAILING ADDRESS: _____

PHONE
NUMBER: _____ EMAIL: _____

MERCHANDISE
TO BE SOLD: _____

